



ACIPC

Australasian College
for Infection Prevention and Control

Foundations of Infection Prevention and Control Course

Student Guide 2017

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Introduction

Welcome to the Foundations of Infection Prevention and Control Course. We are delighted to have you with us. The course prepares you for contemporary routine infection prevention and control practice. It explores microbiology and communicable diseases, as well as epidemiology and strategies for communicable disease control. As a student, you will gain an understanding of the role of the infection prevention and control professional, the application of clinical governance and performance indicators in the workplace, as well as infection control frameworks and management plans. It will also enable you to gain knowledge and skills in the management and coordination of infection control programs.

The course is self-directed delivered online using interactive modules. Each module utilises a webinar and selected readings to guide you through the foundation module concepts. Following these modules, you will be required to discuss a key question in an online forum and respond to your colleague's discussions.

We understand that online learning can be daunting, especially for those who have not been in formal education for some time. Please don't be alarmed. The online learning platform is easy to navigate with plenty of guidance, and an Education Officer will be available to support you as needed.

Course aims and learning objectives

Course Aim:

The course aims to prepare you to work within infection prevention and control programs through gaining the fundamental skills and knowledge, the development of effective communication and teamwork, critical thinking, and stakeholder engagement.

Learning Objectives:

After successfully completing this course, you should be able to:

1. Comprehensively understand the role of the infection prevention and control professional and apply this learning in their setting;
2. Understand the application of clinical indicators to their practice, and apply this knowledge through audit and surveillance activities;
3. Develop and design an infection prevention and control program and a site-specific infection management plan relevant to their setting using a clinical governance framework;
4. Understand the rationale for and apply Standard and Transmission-based Precautions in their setting;
5. Evaluate, review and develop site-specific tools and strategies to aid compliance with evidence-based infection control practice, policies, and guidelines;
6. Critique and apply site-appropriate strategies to support clinician-driven change in organisational behaviour;
7. Initiate and communicate effectively within the interdisciplinary team in the management of infection prevention and control.

Student requirements

As this course is offered in online mode only, you will require:

- A reliable computer (tablets and phones can be difficult for some of the resources) so always use a computer
- Microsoft Word 2003 or later, or Open Office (free download)
- Adobe Acrobat Reader (free download)
- Reliable internet connection
- Speakers (if your computer doesn't have inbuilt ones) to listen to lectures/webinars/audio files
- A headset (microphone and headphones) for those who choose to participate in live webchats/webinars
- Students are expected to have sufficient English reading and writing skills to: read a broad range of texts independently; interpret and analyse complex text; and complete assignments as required.

Learning Strategy

The course consists of 11 Modules delivered over 22 weeks. It consists of self-directed learning that is supported through a structured online program. Each module and its activities will take approximately 8-10 hours to complete. You will note deadlines and dates throughout the course. Though you can do the modules as fast as you like, these dates are designed to keep you motivated and on track.

As well as completing the modules, there are a variety of assessments to enable you to apply each modules learning. This course will provide you with excellent infection prevention and control knowledge and the ability to contextualise learning. The variety of assessments will ensure that you have the tools necessary to apply this knowledge.

Assessment

There are three (3) assessment items that you will complete over the course. Each have differing requirements and complexity.

Assignment 1: Key Questions

Word limit: 100-200 words

There are five key questions to complete. Each question is linked to the learning in a module. The key questions are interactive and enable you to respond to your peer's questions, generate a range of opinions and debate.

Assignment 2: Online Quizzes

There are 5 quizzes of 10 questions each. Each consist of true/false or multiple choice questions.

Assignment 3: Written assessment

Word limit: 2500-3000 words

The written assessment will require you to develop an infection prevention and control resource appropriate to your practice. This could include a policy, procedure or education session.

Deadlines, Extensions and Penalties

Following each module, students are expected to complete either a quiz or a key question. These assessment items are due one week after the module has finished.

Students are requested to discuss with the Education Officer if they are unable to complete these assessment items by the due date and negotiate a new deadline. Assignment submission will cease one week after each module and *not attempted* will be recorded in the grade book.

Assignment three, the written assessment is due at the completion of the course and is worth 50 % of the overall grade. A late penalty of 10% will be deducted from the total grade for each day late without an approved extension. Students who have exceptional or extenuating circumstances can apply for an extension.

Students can apply for an extension prior to the due date by completing an Application for Extension Form (see Appendix 1). Students are requested to download the application form from Moodle TM, complete the form and email it to the Education Officer. The application form requires students to provide a reason for requesting an extension. Should students request an extension for greater than 5 days, documentary evidence must be provided. The Education Officer will work with the student to develop a new deadline for the final assessment. Extensions are not automatically guaranteed and are granted based on:

- exceptional or extenuating circumstances and,
- take into consideration the completion of other work, online activity and length of time requested.

Exceptional or extenuating circumstances are defined as events or situations which are unexpected or outside of the control of the student.

Criteria for Successful Completion of the Course

To successfully complete the course, you are required to:

- Attempt all three assessment items
- Achieve 50% for Assignment 3
- Achieve an overall grade of 50%

Review, Remark or Appeal of Grade

Should any student be dissatisfied with their grade a student can make a request for their assessment to be reviewed. Reviews must be requested within 14 days of feedback being released in Moodle TM. During the review the Education Officer or Marker will discuss the grade awarded with the student.

Following the review, should the student feel that the grade is unfair or incorrect based on the rubric and the information provided, the student can request a remark. This request must be made in writing (email) within 7 days of the assessment review. The Education Officer will arrange for an independent assessor to remark the original assessment. The assessor will be provided a clean and de-identified assignment without any mention of final grade. After the assignment has been remarked, the original Marker and the Assessor will discuss the final grade. The student will then be notified of the outcome.

Following the remark, should the student still believe the grade is unjustified or incorrect, the student can appeal to the ACIPC Education Committee. Appeals must be made in writing (email) within 7 days of being notified of the remark outcome. The

ACIPC Education Committee will discuss the appeal and determine a strategy to resolve the issue. Students will be notified in writing of the final decision.

Academic Integrity

The International Centre for Academic Integrity defines academic integrity as a commitment to “six fundamental values: honesty, trust, fairness, respect, responsibility and courage” (2014). The purpose of academic integrity is to ensure that students and education providers uphold these fundamental values in relation to academic work. Breaches of academic integrity can include cheating and plagiarism.

Cheating refers to submitting assessment that has been completed by someone else. This could include asking someone to complete a quiz or paying or asking others to write an assessment. Plagiarism, is where students use other authors/organisation intellectual property without their permission or without appropriate acknowledgement.

We recommend using either APA (6) or the Vancouver referencing style. You will note throughout the course the APA referencing style is used. You will find a range of resources within the course that will assist you to understand academic integrity and how to reference correctly.

Communication and social media etiquette

Throughout the course the Education Officer will make announcements to the group about a variety of things either by email or using the online “announcements” found in Moodle. Moodle also enables you to ask questions of each other and the Education Officer. You can also email the Education Officer at education@acipc.org.au. From time to time online question and answer sessions will be set up by the Education Officer. This may be in the form of a phone call, skype or real time chat online.

As the Foundations of Infection Prevention and Control Course is completely online we ask that everyone uses online etiquette. This means that when writing online whether it be an email, a question/answer or part of the key question discussion forum that you adhere to the following principles

- Your privacy and your workplaces. We want you to apply your learning to what you are doing now. So please don't disclose personal or workplace details. This is for your safety and your workplace. Keep information broad i.e. I work in a large teaching hospital or I am the link nurse in a small country hospital.
- Think about how your words are interpreted. Often you know what you are trying to say but others may misinterpret this. Think about how it might sound to others before you hit submit.
- Respect the opinion of others. Not everyone may share your point of view.
- Be patient – when we send an email we often think we should get an immediate response. The Education Officer works part time for ACIPC and will respond to enquires within 48 hours. However, if you send an email on Thursday or Friday it may not be answered until the following Monday.

General Information

Process of Enrolment

Following student registration and payment of course fees, students will be emailed a username, password and a link to the online learning platform – Moodle™. Moodle™ is an easy to use online learning management system. You will access all information required in the learning modules from this site. The site also enable uploading of assessment and retrieval of grades and feedback.

Withdrawal and Cancellation Policy

A student can cancel their registration; a full refund will be given if this occurs greater than 7 days prior to the course commencing. Students can withdraw from the course at any time however there are fees associated with withdrawal. Please see the ACIPC website for further details <http://www.acipc.org.au/professional-development/>

Credentiailling

Credentiailling provides a career pathway for infection control professionals. ACIPC offers three levels of credentiailling: primary, advanced and Expert. The Foundations of Infection Prevention and Control course offers a pathway for students to become a Primary Credentiailled Infection Control Professional (CICP-P). For further information on the credentiailling process go to the following website for more information <http://www.acipc.org.au/credentiailling/>

Frequently Asked Questions

Q. How much will this course cost?

- ❖ The course fee is set at \$1,420 for ACIPC members and \$1,700 for non-members (inclusive of GST).

Q. How long does the course take to complete?

- ❖ It is nicely paced over 21 weeks to recognise student's busy work/life schedule.

Q. What do I need to complete the course?

- ❖ Apart from time and energy, you will need a reliable computer to access the online material and to write your assignments. You will also need a good internet connection to enable you to access the online material. Some computers internal speakers aren't great quality, so some plug-in speakers or a set of headphones, might assist in listening to lectures. This is often an inexpensive item.

Q. Do I need to purchase any textbooks?

- ❖ No, you are not required to purchase any textbooks. However, for those that work as an Infection control professional you may find the recommended text very beneficial to your daily practice.

Q. What do I get for this course?

- ❖ All the materials that you need are found online. This includes online notes, readings, articles, lectures and activities. You will also develop a network of learners as you interact with other students online. You will also develop the skills, knowledge and tools that are a component of the ACIPC Primary Credentialing Infection Control Professional (CICP-P).

Q. How many hours per week do I need to study, to complete the foundations course?

- ❖ We would expect students to allocate 8-10 hours of study per week for the duration of the course. This takes into consideration the weekly activities and the assessments. Please note that 8-10 hours is the minimum and for students who have not studied in a long time or where infection prevention and control is a new concept, you may find it takes longer to complete activities and assessment.

Q. What type of assessments will be used?

- ❖ Assessments will be a combination of online quizzes, online discussion forums and a written assignment.

Q. I haven't studied for a long time; will the College help me learn?

- ❖ The Foundations course is designed to ensure that graduates are given a pathway to achieving the Primary Credentialing Infection Control Professional (CICP-P) from ACIPC. Therefore, the course is set to a standard to ensure this happens. The College will provide guidelines, instructions and feedback to help you learn the skills needed to become a CICP-P. However, we won't be teaching you how to write essays or how to use the internet.

Q. Will Universities accept this course and give me credit or recognised prior learning?

- ❖ Each university applies credit or recognises prior learning to their programs in slightly different ways. Having said this, the course is designed to be at the AQF8 level. This means that the course meets the complexity and expertise expected within a Graduate certificate/diploma. The College will continue to advocate for articulation pathways to provide students with future learning opportunities.

Q. Will the College assist me to apply for credit at a university?

- ❖ Applying for credit is the individual student's responsibility. However, the College will provide you with a summary which can be used as evidence for your university application. This will include: learning objectives, assessment and volume of learning (hours).

Q. How do I access online material?

- ❖ Once you have enrolled, you will be given instructions on how to access the online material.

Q. Can I go on holiday or can I take leave during my study?

- ❖ Yes and No! As an adult learner, it is your responsibility to keep up to date with weekly activities and assessment deadlines. The Education Officer will not chase you if you do not complete activities or assessment. Also, as the material is available online and designed as self-directed modules you can set your own pace. That means that you could potentially have a short break during your study, as long as, you keep to the deadlines set in the course.

Q. What if I get sick or feel overwhelmed with study?

- ❖ If you become unwell or feel overwhelmed during assessment time you can contact the Education Officer to apply for an extension by emailing education@acipic.org.au. The Education Officer will make reasonable adjustments to assessment deadlines. However, in some situations this will not be possible if the request is outside of the course timeframe.

Q. How do I contact the Education Officer if I have a question or wish to ask for an extension?

- ❖ The Education Officer is available via email at education@acipc.org.au. Emails will be checked regularly and you should expect a response within 48 hours (during business hours). Also, the Education Officer will make regular times throughout the course where you can get real time responses to questions or when you can speak to them via skype or phone.

Appendix 1



APPLICATION FOR EXTENSION

The form should be completed by students applying for an extension of time for submission of an assessment. The completed form must be submitted to the relevant Education Officer prior to the due date of the assessment task.

Please note that the outcome of this application will be advised via the primary email address we have on file for you, and it is your responsibility to regularly check this account.

SECTION A - STUDENT INFORMATION

Student Family Name:

Student Given Name(s):

Email Address:

SECTION B - DETAILS OF APPLICATION

Assessment task (include number and/or title):

Due Date:

Due Date Requested:

Reason for seeking extension:

(for extensions greater than 5 days, documentary evidence must be attached)

OFFICE USE ONLY. TO BE COMPLETED BY EDUCATION OFFICER

Application Received (date):

Education Officer:

Approved / Not Approved:

(if not approved provide explanation)

Approved Due Date:

Date Student Notified (via primary student email address):

References and Resources

Australasian College of Infection Prevention and Control (ACIPC) (2017), last accessed 17 July 2017, <<http://www.acipc.org.au>>

International Centre for Academic Integrity (2014), *Fundamental values project*, last accessed 17 July 2017, <<http://www.academicintegrity.org/icai/resources-2.php>>